

NOTICE TO DEBTORS AND PRACTITIONERS

CHAPTER 7 UNIFORM DOCUMENT PRODUCTION LIST

The Chapter 7 Trustee Panel of the Eastern District of North Carolina and the office of the Bankruptcy Administrator have agreed upon a uniform list of documents to be provided by each Chapter 7 debtor. The documents to be provided are set forth on the Uniform EDNC Bankruptcy Document Production Form. These documents should be received by debtor's counsel no later than the petition date. The Debtor(s) will be required to produce the documents as and when requested by the case trustee. All of the required documents should be brought by debtor's counsel or the debtor to the creditors meeting unless the trustee requests that they be produced before that date.

The Uniform EDNC Bankruptcy Document Production Form should be executed by the Debtor. The information requested consists of documents which the Trustee Panel and the Bankruptcy Administrator believe will assist the case trustee in satisfying his or her statutory obligations. Meetings of creditors should proceed more smoothly; in many instances, the advance production of these documents will result in the avoidance of unnecessary delays in the administration of the case due to lack of documentation.

The Chapter 7 Trustee Panel members will require the execution of the Document Production Form in every Chapter 7 case. In cases filed after September 1, 2009, the trustee may elect to not conduct the meeting of creditors if the documents listed have not been provided. Failure to provide the documents or to truthfully execute the Document Production Form may result in a motion for production of documents as well as a motion to dismiss.

The purpose of this procedure is to provide Debtor's counsel with a uniform set of documents that all chapter 7 trustees will require. It will also streamline the process by which the case trustee obtains the materials needed to investigate and determine whether there are assets available to creditors in a particular case.

The Uniform EDNC Bankruptcy Document Production Form will not be distributed to counsel separately. A copy of this Notice and Bankruptcy Document Production Form can be found at the website of the U. S. Bankruptcy Administrator, www.nceba.uscourts.gov. A link to the Bankruptcy Administrator's site can also be found on the website of the clerk of court at www.nceb.uscourts.gov.

Your cooperation in implementing this document request procedure is greatly appreciated.

DATED: _____